UNIVERSITY OF SOUTHERN CALIFORNIA
Analyst I, Financial (UH)
Job Code: P3100

Grade: 00
OT Eligible: Yes
Comp Approval: 5/30/2013

JOB SUMMARY:
Assists in developing information to assess present and future financial status. Prepares and analyzes financial reports required to conduct university business operations. Focus may be limited to a specialized area such as treasury operations or budget development and analysis for the university; or work may involve general business and financial operations of a smaller entity.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

________ ________ Performs regular or ad-hoc financial reporting. Extracts and evaluates data. Organizes and summarizes into meaningful formats. May perform consolidated budget and financial reporting for multiple business units.

________ ________ Evaluates and analyzes financial and operating reports and data. Develops conclusions and recommendations and communicates orally or in writing to management.

________ ________ Performs analyses to assist in business and financial planning. Produces and analyzes reports of current fiscal status and forecasts future performance based on sound knowledge of operations assigned. Analyzes and researches variances to identify problems or trends and present solutions.

________ ________ Reviews existing accounting, reporting and data management systems and methods for adequacy. Contributes to the development and/or modification of financial systems and applications to enhance reporting and information capabilities.

________ ________ Assists in the identification and resolution of business problems. Researches and interprets available data. Evaluates alternatives and determines appropriate methods of presentation.

________ ________ Participates in projects or special studies of significant import to the university. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No □ Yes
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
   Bachelor's degree

Minimum Experience:
   1 year

Minimum Field of Expertise:
   Business education or closely related field. Experience in financial analysis and reporting with knowledge of computer simulation and forecasting techniques.

Preferred Education:
   Master's degree

Preferred Experience:
   2 years

Preferred Field of Expertise:
   Directly related experience in a university environment with knowledge of university systems and procedures preferred.

Skills:  Other:
   Analysis
   Assessment/evaluation
   Conceptualization and design
   Interpretation of policies/analyses/trends/etc.
   Knowledge of applicable laws/policies/principles/etc.
   Organization
   Planning
   Problem identification and resolution
   Research
   Statistical analysis

Skills:  Machine/Equipment:
   Calculator
   Computer network (university)
   Personal computer

Supervises:  Level:
   May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____________________________________ Date:_____________________________

Supervisor: _____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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